



BOARD OF NURSING LICENSURE APPLICATION PROCESS

Application and processing fees are non-refundable for any reason after applications are closed.

Thank you for submitting an application for licensure as a nurse or certification as a nursing assistive personnel in the District of Columbia.

1. Mail a completed application form along with required documents; two (2) passport sized photos and fees (made payable to DC Treasurer) to: **(New Mailing Address)**
DC Board of Nursing
P. O. Box 37802
Washington, DC 20013
2. Criminal Background Check results (completed by MorphoTrust)

The application process involves three distinct phases and may take **30-45 days**.

Phase one (Processing)

The following, in addition to all required supporting documents, must be received by the processing unit **before your application can be reviewed and approved**: [Incomplete applications will be closed 120 days after submission]:

Requests for submission of missing documentation will be sent at least 30 days after receipt of the application. [To facilitate this process please provide a current email address on your application. Inactive applications will be closed 120 days after submission]. You may check the status of your applications for documents needed at <https://app.hpla.doh.dc.gov/mylicense/>

When all documents have been received, the application is entered into the system as "complete" for the **first of three phases** and will be sent to a Health Licensing Specialist (HLS) for review and approval.

Phase two (Review and Decision)

The HLS will conduct a detailed review of all the documents. If further information or documents are necessary the HLS will contact the applicant. [To facilitate this process please provide a current email address on your application]. When the **second of three phases** is completed, the HLS may:

1. Determine that the applicant meets the criteria for licensure/certification and approve. Your "active" status will be available for review online at <http://app.hpla.doh.dc.gov/weblookup/>. And a license /certificate will be mailed within 8-10 **business** days; or
2. Refer your application to the Board of Nursing if the HLS determines that your application does not meet the requirements for licensure/certification.

Phase three (Referral to Board of Nursing)

The Board will exercise one of the following options depending on the facts in each application:

1. Determine the applicant is not eligible for licensure/certification due to: (a) results of criminal background check, (b) termination from employment due to unsafe practice or (c) discipline by another board. The applicant may then be asked to withdraw their application; or
2. Send the applicant a notification of the Board's intent to deny the application and provide the reason, if the applicant chooses not to withdraw their application; or
3. Ask the applicant to submit additional documents (e.g. court papers; IRS acknowledgment of debt paid or approved payment schedule) or appear in person to provide relevant information.

HRLA Customer service: hrla.doh@dc.gov